



DEPARTMENT OF DEVELOPMENTAL SERVICES
CENTRAL OFFICE
JOB OPPORTUNITY
HUMAN RESOURCES ASSISTANT

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on current exam list and lateral transfers

Location: 460 Capitol Ave., Hartford

Job Posting No: 100227

Hours: 40 hours/week – Monday - Friday (1st shift)

Salary: \$52,593* – \$68,262 (CR-19) *employees new to state service start at beginning of range

Closing Date: April 14, 2014

Eligibility Requirement:

Candidates must have passed the **Human Resources Assistant** exam and be on the current certification list promulgated by the Department of Administrative Services for this classifications. State employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Examples of Duties:

The position will provide technical support and assistance to the Principal HR Specialist who functions as the human resources manager / officer for DDS Central Office and also has responsibility for agency wide staffing management, job data and position data transactions in CORE-CT. Participates in recruitment process; reviews application for minimum qualifications and prepares Employee Selection Reports in accordance with bargaining unit rules of selection; conducts employee orientation sessions; generates and coordinates processing of human resources transactions in CORE-CT; counsels employees on career mobility, employee benefits, separation, transfer, tuition reimbursement and/or retirement policies and procedures; assist staff with FMLA process and corresponding CORE-CT transactions; responds to inquiries by gathering information and composing correspondence; utilizes human resources information systems to produce reports and summarize data; assists in agency performance evaluation process; assist with the CORE Self Service issues; act as a liaison between staff and payroll to resolve payroll issues; may assist in the preparation and delivery of training; may calculate seniority and longevity; may assist human resources professionals with special projects; may conduct research; performs related duties as required.

General Experience: Five (5) years of experience in complex clerical work in human resources management in at least one of the following areas: recruitment, selection, personnel assessment, classification, compensation, benefits, payroll, affirmative action, employee relations, labor relations, organizational and/or employee development.

Note: For state employees complex clerical work is interpreted at the level of Office Assistant or above.

Special Requirements: Incumbents in this class must successfully complete the State of Connecticut Certificate in Human Resources Management Program within six (6) months of appointment.

Preferred Skills & Experience:

- Experience in CORE-CT including using EPM.
- Experience with staff recruitment.
- Working knowledge of FMLA.
- Advanced computer skills in Microsoft Word and Microsoft Excel.
- Strong organizational, problem solving, and interpersonal skills.
- Strong written and verbal communication skills.
- Works well independently and as part of a team.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

Application Procedure for All Other Applicants:

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at www.das.state.ct.us/exam. Current State employees must

also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

All application materials must be received by 11:59 p.m. on the closing date indicated above.

Incomplete application materials will not be considered.

Send application materials to:

**Department of Developmental Services — Central Office
460 Capitol Avenue
Hartford, CT 06106**

Attn: Ms. Daimar Ramos

Email: DDS.CO.Recruiting@ct.gov Phone: 860-418-6121 Right Fax: 860-920-3045

Application materials can be emailed, faxed, or mailed.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.